



"Lake Eola Charter  
School Volunteer Manual"



Cover art by Gracyn Lindborg.

## Welcome

We are pleased that you have joined us as a Volunteer at Lake Eola Charter School. Volunteer effort and dedication brought LECS into existence from a vision to the important, accredited, nationally recognized institution it is today. We all take justifiable pride in this progress.

The LECS staff relies on the dedicated volunteers working throughout the School. These volunteers help to maintain the excellent reputation LECS has earned and this manual has been prepared for you and will acquaint you with the philosophies and policies of LECS. This manual does not anticipate every circumstance or question related to the policy of the LECS Volunteer Program. As LECS continues to grow, the need may arise and LECS reserves the right to revise, supplement, or rescind any policies or portion of the manual from time to time as deemed appropriate, in its sole and absolute discretion.

As the LECS Director, and on behalf of our Board of Directors and staff, I would like to express our appreciation for the help you, as volunteers, give LECS. We thank you for the gracious donations of time and talent.

Ronnie DeNoia

Director

Lake Eola Charter School

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## Hours of Operation

The LECS Office opens at 7:30 a.m., and closes at 4:00 p.m., Monday through Friday. Volunteer opportunities will fall mainly during these hours but can occasionally fluctuate depending upon the specific opportunity.

## Volunteer Requirement

There are two categories of LECS Volunteers. The first category is comprised of parents of currently enrolled students and the second category is comprised of community members. While there is not a minimum or maximum number of hours mandated for community members, there is for parents of currently enrolled students. There is a mandatory requirement of twenty-five (25) volunteer hours per school year for families with one (1) child enrolled at LECS and a mandatory requirement of thirty (30) volunteer hours per school year for families with two (2) or more children enrolled at LECS. Failure to comply with this requirement will result in the removal of the student(s) from LECS. Our philosophy dictates that it is important for students to observe their parents volunteering and as part of their educational process. However, we do recognize that sometimes conditions exist that might require an additional source other than the parent to help with the acquisition of the mandatory volunteer hours. In an effort to be supportive, LECS will allow parents to enlist other members of their own families to help provide their volunteer service. Family members may include grandparents, aunts & uncles. Families may not “gift” another family with excess hours over their volunteer hour minimum, nor may a parent provide volunteer service on behalf of another family. Parents may “purchase” their required volunteer hours if absolutely necessary at the rate of \$10.00 per hour.

## Confidentiality

Florida Statute 228.093 protects the rights of privacy with regard to student information and records, to include Academic performance, grades, test scores, attendance and discipline records, health data, family background data, ratings and observations from teachers and guidance counselors. This information is confidential and is not to be discussed with anyone other than designated school staff. **Failure to respect privacy rights of students has legal consequences.**

## Release of Liability

LECS requires all volunteers to sign a Release of Liability. This release applies to all claims, related to or arising out of the volunteer experience for LECS. Please detach & use the form located at the back of this manual.

## Background Check

All volunteers must agree to submit to a background check as necessary. There are volunteer opportunities that will not be available without the appropriate level background check. No volunteer will be able to chaperone on overnight field trips without a full FBI background check, which includes fingerprinting. Should you require fingerprinting; LECS will provide you with the necessary instructions. Please detach & use the form located at the back of this manual.

## Volunteer Agreement

Volunteers will complete and turn in the Volunteer Agreement form. Please detach & use the form located at the back of this manual.

## **Policies**

### Age Restrictions

There is no age restriction for parents or grandparents of currently enrolled students. Siblings of currently enrolled students must be over the age of 18 to volunteer on campus. Age exceptions will be made for alumni students who wish to volunteer on campus. Siblings of any age may not volunteer on field trips. Aunts and uncles must be at least 25 years old to volunteer on day long field trips but may not volunteer on overnight field trips.

### Attendance & Punctuality

LECS expects all volunteers to be reliable and punctual in reporting for scheduled activities. Failure to show up for a volunteer commitment could result in the canceling of that scheduled activity. If you are unable to volunteer as scheduled or cannot avoid being late, you should notify the school office as soon as possible in advance of the anticipated tardiness or absence. This will help eliminate confusion and wasted time for other volunteers and staff members.

### Recording of Hours

It is the responsibility of the volunteer to maintain a record of their hours donated. The Volunteer Sign-In Book is located in the school office and it is important that you post the hours you volunteer on a time sheet located in the Sign-In Book. Parents should post their hours on a time sheet allocated to their child and community members should post their time on a time sheet allocated to them. These hours should be posted at the time of the volunteer assignment. If the office is closed at the conclusion of the volunteer assignment, the volunteer may email their hours to the Director or Assistant Director for posting. The hours worked are tabulated periodically throughout the school year and families are notified as to their accumulated hours. Volunteers should continue to record their volunteer hours even if their mandatory

requirement has been met. All hours donated to LECS are tabulated annually and are used in various reporting functions.

### Parking

There is no onsite parking for volunteers. Metered parking is available on the side streets surrounding the school and is limited to a two (2) or three (3) hour maximum. All day garage parking is available on Central Ave., across from the downtown public library.

### Tobacco Products

LECS intends to provide a safe and healthy environment. Use of tobacco products in the school building is prohibited. Use of tobacco products on field trips is highly discouraged and should the need arise to do so while on a field trip, such use should be done away from the student group after securing any students in your care with another volunteer. Absolutely no use of tobacco products is allowed in rooms on overnight field trips, field trip buses or personal vehicles while transporting students.

### Discipline

Disciplinary action is the legal responsibility of the school staff. Please report any observed misconduct to a staff member.

### Personal Appearance & Conduct

Appropriateness in style of dress is essential to a positive volunteer experience. Volunteers are expected to exercise good judgment and common sense in matters of dress and grooming, and to consider the sensitivities and needs of others. Please use good judgment in your choice of clothes and remember to conduct yourself at all times in a way that best represents you and LECS.

While it is not possible to list all forms of behavior that are unacceptable, the following are results of infractions of rules of conduct that will not be tolerated:

- Theft or inappropriate removal or possession of property
- Volunteering under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer or use of alcohol or illegal drugs while volunteering
- Fighting or threatening violence while volunteering
- Negligence or improper conduct leading to damage of property
- Insubordination or other disrespectful conduct
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Unauthorized use of telephones, postage, copier, or other equipment
- Failure to comply with LECS staff mandated instructions

When applicable, illegal activities and behavior will be reported to local law enforcement.

### Additional Children/Persons

Volunteers are not permitted to bring siblings of enrolled students or any other children or persons to their volunteer assignment.

### Volunteer Positions

Volunteer position descriptions will be provided for all volunteers.

### Complaint Resolution

If at any time a volunteer has a complaint regarding his/her experience at LECS, or which concerns another volunteer or staff member, they should talk to them first to try to sort out the problem informally. If this is not appropriate, then the person with the complaint should direct such complaint to the

Director or Assistant Director.

### Cell Phones

Volunteers are asked to turn off their cell phone during the time that they are volunteering. When volunteering in a chaperone capacity, cell phone use is prohibited except for emergencies only.

### Equal Volunteering Opportunity

LECS does not discriminate in the provision of opportunities on the basis of race, creed, religion, color, gender, sexual orientation, disability, marital status, veteran status, national origin, age, or any other characteristic protected by laws, as long as the volunteer can adequately perform the functions of the volunteer position and has successfully completed any background check requirements. When necessary, LECS will attempt to provide equivalent alternative volunteer opportunities to persons with disabilities.

## **Safety and Security**

LECS aims to provide a safe and healthy environment for all volunteers. If a volunteer is injured in the course of the volunteer's service, it is important that the volunteer notify the school office immediately. Volunteers should also complete an accident report located in the school office. For security purposes, please do not allow anyone to enter the school building by holding or opening the door for them. All persons must be acknowledged through the school office prior to admittance.

### Protecting Our Students

If a student tells you while you are volunteering:

- someone is harming them
- they are going to harm someone else
- they are thinking of harming themselves

You must immediately report it to a staff member who will help you follow proper procedures.

Never move a child involved in an accident. A member of the school staff will initiate proper procedures for accidents.

## **Thank you**

As a volunteer, you are part of a team of staff and volunteers working together to enable LECS to achieve its goals. Your contributions, dedication, and commitment are vital to our continued success. Each volunteer opportunity, although different, contributes an important part to the organization as a whole.

*Thank you for volunteering!*

The purpose of the Lake Eola Charter School Volunteer Program is to help implement the educational process and support the school environment through parent and community volunteers.

## **Contact Information**

Lake Eola Charter School

407-246-0900 Phone

407-246-6334 Fax

[www.lecs.org](http://www.lecs.org) - website

Ronnie DeNoia, Director - E-mail: [rdenoia@lecs.org](mailto:rdenoia@lecs.org)

Sharon Morell, Assistant Director - E-mail: [smorell@lecs.org](mailto:smorell@lecs.org)

Maria Larr, School Secretary - E-mail: [mlarr@lecs.org](mailto:mlarr@lecs.org)

For specific class volunteer information & opportunities please contact your child's teacher.